

Education and Community Center • 8255 West Forest Hill Avenue • Franklin, WI 53132 • Phone (414) 529-8220 • Fax (414) 529-8230



CONFIDENTIALITY STATEMENT

Part 2

Volunteers are often in the school building and in the classroom where it is inevitable that they observe students' strengths, weaknesses, and behaviors. Often these observations represent only a snapshot of a child on a given day.

In an effort to raise the consciousness of volunteers about the importance of every student's privacy, we require all volunteers to keep in mind that observations or information about students obtained as a result of volunteer efforts should be treated as confidential. Observations should not be shared with others. Under no circumstances should information including the names of students and/or photos of students be posted on non-district approved websites, including social networks like Facebook. By volunteering, you are indicating a willingness to respect the privacy of the students you observe.

We also require that volunteers respect the privacy of staff if information of a personal or professional nature is overheard or observed at school.

If you have any questions about his policy, please contact the school principal.

I have read the Confidentiality Statement and my signature below indicates my willingness to abide by it.

Signature _____ **Date** _____